



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3030.5
N3/N5
4 November 2004

OPNAV INSTRUCTION 3030.5

From: Chief of Naval Operations
To: All Ships and Stations

Subj: NAVY CONTINUITY OF OPERATIONS (NAVCOOP) PROGRAM AND
POLICY

Ref: (a) Executive Order 12656 (NOTAL)
(b) Presidential Decision Directive (PDD) 67 (NOTAL)
(c) Federal Preparedness Circular 65 of 15 Jun 04 (NOTAL)
(d) DOD 5-3020.26-P of 30 Jan 04 (NOTAL)
(e) CJCS OPORD 3-03, 11 Sep 03 (NOTAL)
(f) Title 10, U.S.C., Armed Forces as amended
(g) DODD 3020.26 of 26 May 95
(h) SECNAVINST 3030.4A, 27 Jul 04
(i) Security Classification Guide, Department of Defense
Continuity of Operations (NOTAL)
(j) SECNAVINST 5214.2B

1. Purpose. To delineate Navy policy and responsibilities for implementing Continuity of Operations (COOP) and guidance in references (a) through (i).

2. Cancellation. This is a new instruction and should be read in its entirety.

3. Applicability. This directive applies to the Office of the Chief of Naval Operations (CNO) and all Navy Echelon 2 commands and activities.

4. Discussion. The Navy COOP program in accordance with reference (h) provides the means to continue DON mission essential functions (MEFs) during national security emergencies and events requiring all or part of the DON to be relocated or reconstituted. The Department of the Navy (DON) conducts COOP activities and executes DON MEFs in support of the Secretary of Defense (SECDEF), the Chairman of the Joint Chiefs of Staff (CJCS), the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), and the Commandant of the Marine Corps (CMC).

a. DON Primary MEFs. COOP provides for the continuity of DON primary functions during conditions when normal operations have been impaired or made impossible. The primary DON MEFs are:

- (1) Support the SECNAV.
- (2) Support the CNO and CMC.
- (3) Respond to tasking and provide information necessary to facilitate Navy operations worldwide.
- (4) Support requirements established in references (d) and (e).
- (5) Execute the DON's responsibilities under reference (f).

b. COOP is the capability of a DoD Component to continue MEFs without unacceptable interruption during a national security emergency. National security emergencies consist of any occurrence, including, but not limited to, natural disaster, terrorist attack, military attack, technological failures, civil unrest, or other disruptive conditions that seriously degrades or threatens the national security of the United States. COOP planning includes preparatory measures, response actions, and restoration activities planned or taken to ensure continuation of these functions to maintain military effectiveness, readiness, and survivability. COOP planning is "good business practice" - a part of the fundamental mission of Navy organizations.

5. Background. In prior years the content and structure of COOP plans, operational standards, and interagency coordination were left to the organization's discretion. The changing threat environment, recent emergencies, and increased potential for terrorist use of weapons of mass destruction highlight and emphasize the need for cohesive and coherent COOP capabilities that enable DON organizations to continue their MEFs across a broad spectrum of emergencies.

6. Policy. Effective direction of Navy forces during crisis requires that MEFs continue with minimum degradation or interruption. COOP programs will address the following:

- a. Program guidance, management, and implementation.
 - b. Plans and planning process.
 - c. COOP training and exercises.
 - d. Communications, information assurance, information management, and necessary logistics support.
 - e. Funding and acquisition.
 - f. Personnel.
 - g. Security.
7. Action. To provide continuity of MEFs during national security emergencies, the following responsibilities and actions for COOP programs and plans shall be implemented.

a. All OPNAV directorates and Navy Echelon 2 Commands shall:

(1) Establish a COOP program that addresses:

(a) Program guidance, management, and implementation.

1. Identify and prioritize MEFs and, likewise, determine those functions that can be deferred until time and resources permit restoration.

2. Address COOP actions in three basic phases: pre-event phase, trans-event phase, and post-event phase as defined in reference (h).

3. Ensure subordinate units' COOP plans support the Immediate Superior in Charge (ISIC) or parent command's COOP requirements.

4. Recognize, endeavor to assist, and take advantage of COOP processes that occur in civil government.

5. Ensure that units assigned to support a Unified Combatant Command properly support that Command's COOP plans.

(b) COOP plans and planning that:

1. Provide for robust recoverable communications among SECNAV, CNO, Echelon 2 commands (including their activities), and their successors.

2. Anticipate destructive natural events, national security emergencies, or hostile acts that may interrupt operations at Navy organizations, activities, or commands. Plans must be executable during duty and non-duty hours with little or no warning.

3. Designate emergency headquarters relocation and reconstitution sites per reference (c)

4. Review plans annually and update more frequently, if required.

(c) COOP training and exercise programs that:

1. Maintain COOP readiness of all individuals assigned emergency relocation staff positions per reference (c) with a developed training and exercises program.

2. Publish an after-action, lessons learned report after each exercise with issues entered into the Navy's lessons learned database for resolution according to the Service's lessons learned process and procedures.

(d) Communications, information assurance, information management, and necessary logistics support.

(e) Funding and acquisition including documenting and reporting all expenditures to acquire, operate, and maintain COOP-related capabilities and facilities to the appropriate higher-level COOP Office of Primary Responsibility (OPR).

(f) Personnel considerations identifying an emergency relocation staff (ERS) to accomplish identified MEFs.

(g) Security classification guidance of plans and other documents pertaining to continuity of operations in accordance with reference (i).

(2) Designate an organization as the OPR for COOP and appoint a Continuity Planning Officer to serve as the point of contact for all COOP planning issues between the units and their commands. OPR information must be sent to Deputy Chief of Naval Operations (Plans, Policy and Operations) (CNO (N3/N5)) to ensure dissemination.

(3) Publish COOP guidance to ensure all levels of command effectively implement the COOP program and, if needed, develop their own instruction to supplement this instruction. of latest directives and information.

(4) Establish methods to track the availability and/or readiness of all resources designated for use during all phases of COOP operations.

(5) Develop, coordinate, and maintain procedures and checklists to carry out mission essential functions and to support the DON COOP program.

(6) Develop and maintain an organization-specific COOP plan.

(7) Establish and maintain procedures to rapidly notify personnel (during duty and non-duty hours) in support of COOP plan execution.

(8) Designate an emergency headquarters relocation and reconstitution site per reference (c).

(9) Develop and maintain reconstitution and recovery procedures for their respective staffs.

b. CNO (N3/N5), through the Director, Navy Staff (DNS), shall establish DON policy for COOP per reference (h). This includes the responsibility to formulate guidance for Navy organizations to use in developing viable, executable COOP plans; to facilitate interagency coordination as appropriate; and to oversee and assess the status of COOP readiness across the DON.

(1) CNO (N3/N5) is the Navy OPR for COOP policy, execution, operations, exercises, and training. CNO (N3/N5) shall:

(a) Issue and review this instruction and all associated DON COOP program guidance, and ensure it is updated in accordance with the directives set forth in references (a) through (i).

(b) Supervise implementation of the DON Headquarters (HQ) COOP plan. COOP instructions will be reviewed annually and updated as required.

(c) Coordinate with other Service and Joint Staff COOP planners and members of OPNAV staff to ensure that the DON COOP program is maintained and alternate sites are fully functional and meet all defined requirements.

(d) Issue COOP policy, operations, exercise, and training guidance and ensure it implements the directives set forth in references (a) through (i).

(e) Coordinate the execution and training of the DON HQ COOP plan.

(f) Coordinate with CNO ((DNS) on all policy and execution decisions that would affect the program funding and information technology of the COOP program.

(2) CNO (DNS) is the Navy HQ OPR for COOP information technology. Additionally, CNO (DNS) is the Navy OPR for COOP program funding for CNO and shall:

(a) Publish guidance to all Navy units and subordinate units for reporting annual COOP-related expenditures. All organizational COOP program managers will provide COOP funding data, as required, to CNO (DNS) for compilation to support the annual DoD COOP budget review and Office of Management and Budget data requests.

(b) Coordinate with Navy budget officials and members of OPNAV staff to ensure that the DON HQ COOP program is funded and sustained and the alternate sites are fully functional and meet all defined requirements.

(c) Provide budget submission documentation and funding essential for the Navy Operations Center and its alternate facility requirements in support of COOP.

(d) Provide budget submission documentation and funding essential for the DON HQ alternate facility requirements in support of COOP.

(e) Provide for the accountability, reconstitution, and recovery of the OPNAV staff.

(f) Coordinate with CNO (N3/N5) on all information technology and program funding decisions, which would affect the policy and execution of the Navy COOP program.

8. Waiver. Waiver authority for this instruction is held by CNO (N3/N5).

9. Changes. Submit change requests for this instruction to Chief of Naval Operations (CNO), Deputy Chief of Naval Operations (Plans, Policy & Operations) (N3/N5), 2000 Navy Pentagon, Washington, DC 20350-2000 (ATTN: COOP COORDINATOR (N31))

10. Report. The reporting requirement contained in paragraphs 7a(1) (e) and 7b(2) (a) is exempt from reports per reference (j).

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